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9 October 1952

MENORANDUM FOR: Chief, Support Staff

SUBJECT

Weekly Activity Report

ITEMS OF ADMINISTRATIVE INTEREST

a. Machine run of the approved T/O has been received by Personnel Section from Machine Records.

b. The Personnel Section is in the process of converting Support Staff and TR(G) personnel to the new T/O. When this is completed TR(S) will be converted.

- c. The reallocation of OTR parking spaces has been completed.
- d. A procedure for the handling of compensation claims for has been established. These claims will be processed directly through the Bureau of Employee Compensation, Department of Labor.

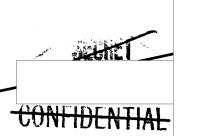
Admin, Officer, OTR

25 YEAR RE-REVIEW

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